

**CITY OF LANSING - RETIREMENT  
AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT**

I \_\_\_\_\_ hereby authorize the City of Lansing to deposit my paychecks or make reversals into the account listed below. The authority remains in effect until the City of Lansing has received written notification from me of termination, Notification must be received in time to allow reasonable opportunity to act on it, or until the City of Lansing has sent me written notice of termination of this agreement.

**Contact Information**

SECTION 1: Name: \_\_\_\_\_

Daytime Phone Number: (\_\_\_\_) \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_

Your Social Security #: \_\_\_\_\_ Union \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Voided check must be enclosed*

**Required Information must be completed.**

**SECTION 2**

Name of Institution: \_\_\_\_\_

Account Type (select one): Checking: \_\_\_\_\_ Savings: \_\_\_\_\_

Account Number: \_\_\_\_\_

Transit Routing Number: \_\_\_\_\_

=====Cancel Direct Deposit=====

**SECTION 3:**

I wish to cancel my direct deposit with the City of Lansing.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Office Use Only**

Bank Code: \_\_\_\_\_ Date Entered: \_\_\_\_\_ Date Removed: \_\_\_\_\_

Processed by: \_\_\_\_\_

## Direct Deposit Instructions

- 1) You need to complete section 1. & section 2. Return the form with a **voided check** to Esther Croff. Her office is located on the 8th floor of City Hall in the Finance Department. Mailing address is: Retirement Benefits Office, 124 West Michigan Avenue, 8<sup>th</sup> Floor, City Hall, Lansing, Michigan 48933.
- 2) Once we receive your completed form, we will update your information in the payroll system. Expect a one to two payroll cycle turn around depending on when the form is submitted to the Finance Department.
- 3) If you wish to **stop the direct deposit**, you must submit a new form to the Finance Department, 8th floor and sign section 3 of the form. This step must be completed before the direct deposit will stop.
- 4) If you change financial institutions or change from one account to another at the same financial institution that you are currently with, you must complete a new form. Your check will continue to be deposited into your current account until the new form is completed.